School Wide Measurement tool

Based on Sharp, J. (2007) Computer Skills Rubric. JSA Publications.

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| **Competencies** | Thinking (Metacognitive, lateral, analytical, logical) Problem solvers | | Using language, symbols, and texts (written, oral, visual) Mathematical, scientific | | Managing self (self motivated, personal goals, independent) | | Relating to others (listen, respond, negotiate, share ideas) | | Participating and contributing (involved in communities, be a group member) | |
|  | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning |
| **Stage One**  **Emergent** | **Mouse Skills**  Clicking and moving a mouse. | [Mouse practice games](http://www.delicious.com/sharpjacqui/mousepractice)  Alphabet games  [Interactive learning centres](http://sharpjacqui.blogspot.com/search/label/interactive%20learning%20centre). | **Mouse Skills**  Use Basic Drawing tools to draw **(KidPix, Artrage).**  Can find some letters and type them.  Find letters and numbers on keyboard.  Can type a basic sentence. | Draws pictures to illustrate writing or topic.  Typing own name and labelling own work.  Solving mathematical problems.  Use full stops in writing. | **Mouse Skills**  Hold mouse.  Click and drag items. | Independently accessing [Interactive Learning Centres](http://sharpjacqui.blogspot.com/search/label/interactive%20learning%20centre) | **Mouse and Keyboard**  Using mouse and keyboard collaboratively with other students. | Working together on group activities, talking, sharing, peer teaching and learning. | **Mouse Skills**  Clicking and dragging with mouse. | Sharing mouse and keyboard when in a group. |

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| **Beginning** | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning |
| **Stage Two**  **Beginning** | **Digital tools**  Use the basic functions of a camera .  Uses cameras to take photos that show the learning intention and goal. | Go outside and take photos of all the different shapes you can see in our world. | **Word Processing**  Can type words and sentences.  Can use punctuation keys.  Can change fonts and size.  Can insert graphics using **KidPix or Kidspiration.** | What is your picture about, type one or more sentences with a capital letter and a full stop.  Find a picture that shows what your story is about. Make the title bigger in your story. | **Access**  Able to find and start applications.  Can save to folders.  Can use basic navigation buttons. | Make a Mindmap about what we know about dinosaurs.  Open up the maths activity in your group folder, and then Save as to your own folder.  Open up the Keynote/PowerPoint, click on the buttons to answer the questions, use the pen tool to write with, press Esc to finish. | **Access**  Can use basic navigation buttons while following instructions from others .  Use **Skype** or **iChat (Voice over Internet Protocol VoIP)** to talk to others. | Look at this website on Dinosaurs and Palaeontologists. Work together as a group to find the answers to these questions.  Call a neighbouring class and ask to speak to a group of children that will participate on your survey about how they recycle in their classroom and at home. Have at least 6 different questions prepared. | **Access**  Logs on and off | Help all new students to our class and show them how to log on before we start our computer task. |
| **Design**  Can use basic drawing tools KidPix, Paint, Artrage, basic programmes on iPad,iPod Touch[; online programmes](http://www.delicious.com/sharpjacqui/5yearsup) | Draw a picture of the helicopter that came to school. What are the important parts of the helicopter that we will see in your picture |
| **Keyboarding**  Places both hands on keyboard to type. | Type your story remembering about [the Magic Line.](http://sharpjacqui.blogspot.com/search/label/magicline) |

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| **Establishing** | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning |
| **Stage Three**  **Establishing** | **Design**  able to place graphics /photos in an orderly fashion on page. | Use the photos from the class trip to design a poster advertising the place we visited. | **WordProcessing**  Can find spell check button.  Uses Delete, backspace, Enter, Undo & Redo, punctuation, selects text. | In your proofreading time on the computer use all of the editing tools available to you to correct your draft. | **Access**  Able to open files from application window and folders.  Able to organize own files and folders.  Able to print. | Open up the reading activity in your group folder, and then Save as to your own reading folder in your main folder.  Print your finished piece of work for putting up on the wall. | **Access**  Uses VoIP software (**Skype or iChat**) to initiate conversation.  Able to access class blog or wiki.  Read others blog posts. | Prepare interview questions to ask the fireman, the policeman and the ambulance driver that will make you understand what their jobs are all about.  For your homework tonight you will need to go to the wiki and click on the [Spelling](http://www.delicious.com/sharpjacqui/spelling) button. Click on the spelling activity, once you have finished record your score and write ten of the words as your spelling list.  Reading choice today, read other student’s blog posts. | **Access**  Able to use basic functions of Skype camera.  Uses basic online collaborative tools such as [Voicethread](http://voicethread.com/). | Prepare a survey or a few questions to ask children in other rooms their opinion about changing the school uniform.  View the class Voicethread on Global Citizenship. Ask a question or make a comment about what other people have said. |
| **Access**  Can perform basic searches in **Google, TeAra and Wikipedia.** | Identify your keywords and use them to find the answer to your research question. |
| **Design**  Can insert graphics and photos from computer and online.  Create graphics in online programmes [http://www.delicious.com/sharpjacqui/7yearsup](http://www.google.com/url?q=http%3A%2F%2Fwww.delicious.com%2Fsharpjacqui%2F7yearsup&sa=D&sntz=1&usg=AFQjCNGQr1sQUNPvo-OFAVK4yuLQ1A65Vw) | Find some graphics that illustrate what you have been learning, make sure you reference where you got them from.  Create graphics to go with your narrative. You may use Keynote or ComicLife to publish them. |
| **Digital Tools**  Able to use most of the functions on a camera. | In art we are looking at the different parts of flowers, use the zoom and macro to take close up photos of parts you are going to use in your drawings and paintings. |
| **WordProcessing**  Uses basic keyboard shortcuts.  Able to use most of the menus in Word Processing and Presentation Applications (Keynote, PowerPoint). | Here are some quick tips to make you work faster and smarter Command D to duplicate those shapes…  When you are creating your presentation make sure that the important keywords are highlighted and are easy to read. |

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| **Independent** | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning | Skills | e-learning |
| **Stage Four**  **Independent** | **Access**  Able to use several keywords to perform succinct Internet searches. | Use the graphic organiser to form a question, select keywords, and then perform a find in a Search Engine. | **Digital Tools**  Uses a variety of tools to add sounds to presentations.  Internal/External microphones, iPods, iPhones are used to record voices on computer or online.  **Multimedia**  Able to create Podcast tracks of voice, music and sounds. | Publish your story as an audio presentation, it can be a Podcast made in GarageBand, iTunes (or Audacity.  You could also use [Fotobabble](http://www.google.com/url?q=http%3A%2F%2Fwww.fotobabble.com%2F&sa=D&sntz=1&usg=AFQjCNHaZm-TuiXlEbRG-4C72qSYsab1qw) Or [Voice thread](http://www.google.com/url?q=http%3A%2F%2Fvoicethread.com%2F&sa=D&sntz=1&usg=AFQjCNFmGA1hKGId4HgvZaigC1OUFW_QUg). | **Digital Tools**  Select the right tool for presentation that will support the learning intention.  Able to use digital projector to present work. | You have all written stories about how animals have and do help us in our communities. Choose the right digital tool that suits your presentation. If you are talking in 1st person, you may want to make a Podcast… | **Access**  Is able to use mindmapping software on computer or [online](http://www.google.com/url?q=http%3A%2F%2Fwww.delicious.com%2Fsharpjacqui%2Fmindmapping&sa=D&sntz=1&usg=AFQjCNHKkstTcwrwINZJ1UETOP8sQS8x2g) | This afternoon and later for homework you will be working on <http://bubbl.us/> You will be doing this collaboratively but on your own computers. Brainstorm as many ideas as you can for what… | **Access**  Can choose from VoIP, [Voice thread](http://www.google.com/url?q=http%3A%2F%2Fvoicethread.com%2F&sa=D&sntz=1&usg=AFQjCNFmGA1hKGId4HgvZaigC1OUFW_QUg), [mindmapping tools](http://www.google.com/url?q=http%3A%2F%2Fwww.delicious.com%2Fsharpjacqui%2Fmindmapping&sa=D&sntz=1&usg=AFQjCNHKkstTcwrwINZJ1UETOP8sQS8x2g) best form of sharing ideas collaboratively’  Able to use online tools such as [Wallwisher](http://www.wallwisher.com/wall/ineducation) | For your research topic you will need to talk to some experts and also ask others their opinion. You have the choice of Skype, iChat, Voicethread or any of the [mindmapping tools](http://www.google.com/url?q=http%3A%2F%2Fwww.delicious.com%2Fsharpjacqui%2Fmindmapping&sa=D&sntz=1&usg=AFQjCNHKkstTcwrwINZJ1UETOP8sQS8x2g).  Choose the most appropriate form of communication to find out information from others.  Go to our Wallwisher page and type in what you already know about our topic. |
| **Design**  Create slides for presentations.  Add transitions and effects to slides. | Your presentation on Global Warming must have at least 6 slides. Find transitions and effects that highlight the message you are conveying. |
| **WordProcessing**  Is able to create text boxes and format them.  Able to create borders.  Able to use bullets, alignment tools. | Create a magazine cover using borders and text boxes to advertise the main characteristics of the book character you have chosen. | **WordProcessing**  Able to use cut, copy and paste.  Able to use some basic keyboard shortcuts (Command/Ctrl S,C,V,B). | Once you have finished your [writing framework in Inspiration](http://sharpjacqui.blogspot.com/2008/05/transferring-inspiration-diagrams-to.html), click the Transfer button. Use the editing tools of Pages or Word to create your report. |

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| Stage Five  Skilled | **WordProcessing**  Able to access Thesaurus and Dictionaries.  Able to use a wide range of formatting tools (line space, paragraphs, rulers, column etc). | You are a newspaper reporter. Write an accurate and factual recount of the recent earthquake in Christchurch.  Format it so it will fit on a newspaper page | **WordProcessing**  Can add dates, time and page numbers. | Format page numbers and dates for diary entries in the class diary or blog. | **Access**  Use tabbed browsing.  Able to perform simple search and use Ctrl F.  **WordProcessing**  Uses all Keyboard shortcuts.  Able to use Headers and Footers.  **Digital Tools**  Use cameras/video cameras.  **Multimedia**  Able to download and edit photos and video.  Use editing tools for cropping, enhancing, adjusting etc. | You have 10 minutes to find as many pertinent facts that will answer your research question.  Use key words + Ctrl F to find information that answers your research question.  Create a brochure that advertises your product.  Present your demonstration with examples of photos and/or movies that will show the procedures of how to bake bread. | **Access**  Contributing to Wikis and blogs. | You are timetabled with a buddy to update one day of our blog this week. Think about what the reader would like to see!  If you have any work that you are proud of and it has been edited and checked then add it to your wiki page. | **Access**  Able to send and receive emails.  Able to send and receive attachments.  Join in discussions on wiki or blog. | Tonight’s homework is on the Homework Wiki page. You can download it and complete it. You may either send it as an attachment to me, or share it in Google Docs.  If you have any questions you may send an email and I will post the answer for all to see on the wiki.  Over the next week we will be discussing where we are going to head with our new topic ‘Communication’ Use the wiki page and the discussion tabs to put your ideas forward. |
| **Access**  Able to type internet addresses. | From the newspaper reports go to the links mentioned and find out more information. Don’t forget to reference. |
| **Design**  Use all the presentation tools of themes, layout, and effects. | Demonstrate how a volcano erupts with the correct order of animation |
| **Design**  Able to create complex Podcast tracks of voice, music, movies and sounds.  Able to create own music tracks.  Share podcasts to iTunes.  **Multimedia**  Create visual Podcasts with movies and photos. | One of your publishing choices is to make a podcast that can be shared to the school computers and to others iPods. |
| **Access**  Able to download appropriate information from internet. | As part of your presentation include a References page citing material accessed from printed materials and Internet.  Use keywords from your research question to research with.  Be aware of what makes an authentic website. |

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| Stage Six  Proficient | **Spreadsheet**  Able to create graphs.  **Access**  Use basic Boolean logic when performing searches.  **Multimedia**  Organise a slideshow or movie to present information.  Add transitions, animations, effects.  Add movies and sounds.  Create a DVD with chapters.  **Design**  Use drawing tools to design or redesign graphics | Make a table around the question ‘What is your favourite sport?’ Make a graph.  When researching about a topic i.e. Kiwi, apply Boolean logic to find pertinent information.  References cited material from Internet.  Show a volcano erupting through the use of animation or how the planets orbit the sun.  Make a DVD of the work you have done this year.  Show the point of rotation by pulling apart graphics, regrouping and then rotating. | **Database**  Is able to work in a database, make selections in Checklist and Radio buttons.  Can type in fields  Can perform complex finds.  **Spreadsheet**  Perform simple calculations in spreadsheets.  **Multimedia**  Use hyperlinks in WordProcessing and blogs and wikis.  **WordProcessing**  Use shapes and editing tools to create diagrams.  **Access**  Use a variety of widgets and gadgets to enhance blog and wiki. | In your research use a variety of sources, go to the Library catalogue computers to find books and information.  Solve these problems using spreadsheet calculations, compare answers with your maths book.  In your final assessment hyperlink to your presentation and your notes page.  Create a flowchart to show how to make yoghurt.  Present your work in different ways on your wiki and blog. Use the best Web2.0 tool. | **Spreadsheet**  Can create and format tables.  **Access**  Create own blog or wiki.  **Digital Tools**  Independently choosing appropriate digital tool (IWB, cameras, iPods, phones, PSP, Wii, PDA, tablets, iPads, computers, netbooks). | Make a comparison table that compares the different attributes of the animals.  Create graphs from information and analyse.  Share your ideas and work with others through a personal blog or wiki.  When researching choose the tool that will help you to find and record the information. | **Spreadsheet**  Present a table with analysis. | Convince others by the results you are showing an answer to a problem. | **Access**  Use a variety of mindmapping software both offline (Kidspiration/Inspriation and online ([http://www.delicious.com/sharpjacqui/mindmapping](http://www.google.com/url?q=http%3A%2F%2Fwww.delicious.com%2Fsharpjacqui%2Fmindmapping&sa=D&sntz=1&usg=AFQjCNHKkstTcwrwINZJ1UETOP8sQS8x2g) | Collaborate with others in creating mindmaps on topics, add ideas and draw conclusions. |
| **Multimedia**  Create animated presentations. | Prove to your audience how energy and force can create an effect using animation. |

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| **Stage Seven**  **Mastery** | **Access**  Able to perform advanced searches, using Boolean logic.  **Multimedia**  Use advanced editing tools in iMovie.  Edit movie footage, crop, slow down,  Add transitions, effects, text, sound effects, music, title opening page and after credits.  **Spreadsheets**  Creating tables, inserting information,  Format tables (Colour, borders, merge, split)  Add rows, columns. | If information is difficult to find, use variety of search engines and advanced search tools.  References cited material from Internet.  Create green screen, picture in picture movies that tell a story that could not be possible i.e your classmates are reporting from the moon.  Create a variety of complex graphs to display information and analyse them. | **Access**  Hyperlink graphics, symbols, words.  **Design**  Use advanced photo editing tools.  **Spreadsheets**  Use a variety of spreadsheet formulas. | Create a multimedia game/ebook that will lead the player through many different paths.  Create your own graphics or scenes by distorting photos to produce the desired result.  Present solutions in a spreadsheet where numbers and text have been formatted and formulas are calculated to provide information. | **WordProcessing**  Use markup editing tools.  Use subscript and superscript. | Edit own work and proofread others by using markup tools.  Use the correct tool for writing mathematical and scientific equations. | **Access**  Initiate online collaboration. | Organise an online meet-up with participants to discuss tabled issues and ideas. | **Access**  Add to and manage a Bookmarking site (Delicious). | Network with others to find suitable websites to bookmark for research topics. |